ACHIEVEMENT IN MONTANA

Quick Reference Guide

AIM SEARCH OPTIONS

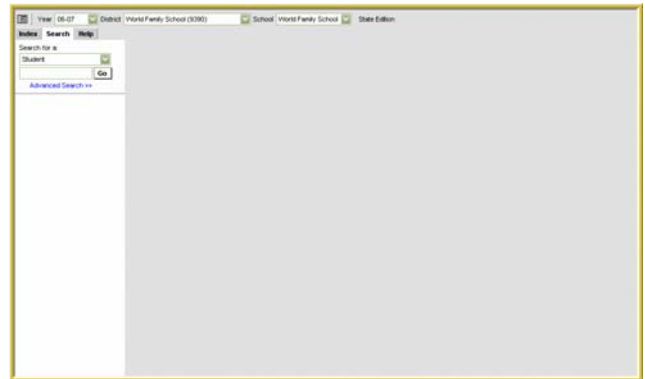|	
SEARCH OPTIONS	
These search options can be accessed from any search field in the AIM system, but are typically accessed from either **Student Information> General>Search** or **Census>People>Search**. The following options are helpful for location a student or group of stduents.	
QUICK SEARCH OPTIONS	
Select a *School* from the **Campus Toolbar**. From the **Index** expand either the **Student Information** outline or the **Census** outline by clicking on the plus (+) sign. Click on the corresponding folder (**Student Information>***General* or **Census**>*People*). The **Search** tab automatically appears.	
In the *Search for a:* box select **Student**. Type the name of a student (for a specific search) or type a percent (%) symbol (for a wildcard search). Click **Go**. Click on the student's name, and the student's information will appear on the left.	
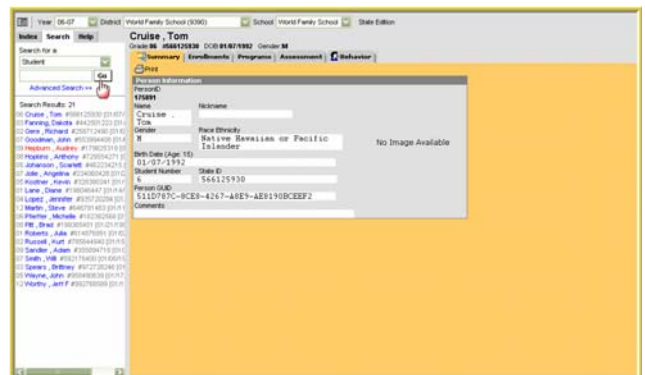
AIM SEARCH OPTIONS

ADVANCED SEARCH OPTIONS

Select a *School* from the **Selection Toolbar**.

Advanced Search options allow a user to search for students on criteria other than name.

Select *Advanced Search* from the **Search** tab.

Search fields available include *Last Name*, *First Name*, *Student Number* (local ID), *Social Security Number* (not available in State Edition), *Grade*, *Birth Date*, *Gender*, *State ID* or *Special Education Status*.

<u>EXAMPLE #1</u>

To search for all students in grade 6, select 06 from the *Grade* box.

Click **Search**.

A list of all students in grade 6 will appear on the left.

<u>EXAMPLE #2</u>

To search for all students in grade 6 who are male, select 06 from the *Grade* box, and select M (male) from the *Gender* box.

Click **Search**.

A list of all male students in grade 6 will appear on the left.

ADVANCED SEARCH OPTIONS

USING FILTERS

Using pre-designed **Ad Hoc Reporting** filters can enhance an *Advanced Search* by allowing a user to filter data on more data elements than are available in the *Advanced Search* field.

EXAMPLE

To find all students who are in grade 6 and on Free/Reduced lunch, select *Advanced Search*.

Select 06 from the **Grade** box.

Open the **School Users Filter Share** by clicking on the plus (+) sign. Select *Free Reduced Meal*.

Click the **Search** box under the **Student Search** menu. (Clicking on the **Search** box under Saved Filters will only return results for the **Saved Filter** and not for the **Student Search**)
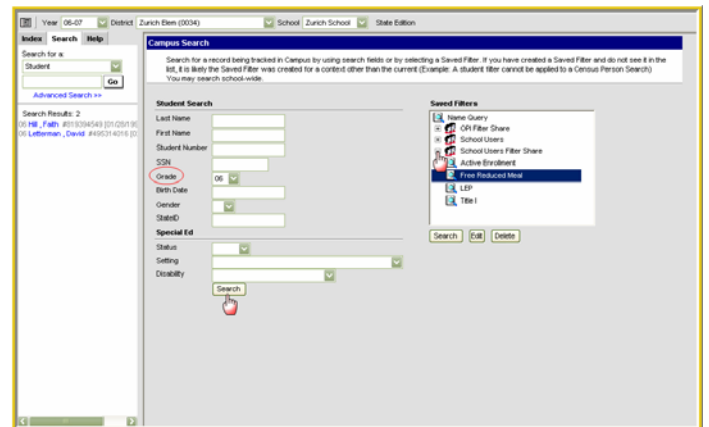
WILDCARD SEARCH OPTIONS

Wildcard searches allow a user to enter partial data when searching for a student.

These search options increase the probability of finding a match to an existing student.

These wildcard options are available for Quick Searches, in *Ad Hoc Filters* and for some *Advanced Searches*.

WILDCARD SEARCH OPTIONS

%

This wildcard symbol is synonymous with ALL.

Placed alone in the search box it will return a list of all students (blue are currently enrolled and red are withdrawn.

Placed at the end of a *Last Name* (Ols%) it returns all last names beginning with Ols.

Placed at the beginning of a *Last Name* (%son) it returns all last names ending with –son.

[token]

This wildcard option symbolizes a range of characters. If a user is searching for all students with a *Last Name* that starts with L, but may be followed by either an a or an e, then type L[ae] in the search box.

Click **Go**, and the results appear underneath.
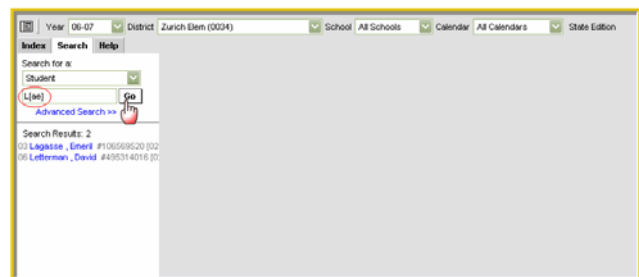
, (comma)

This wildcard option allows the user to search by first name. The comma is first, followed by one or more letters of the first name.

If searching for all students who have a first name starting with T, type ,(comma) and T.

Click **Go**.

The list of matching names will appear below.